



# Guinea

B.P. 1927

Conakry, Guinea  
West Africa

## United States Peace Corps in Guinea

Personal Services Contractor (PSC) Vacancy Announcement

VACANCY PSC-03-2015

**OPEN TO:** All Interested Candidates  
**POSITION:** **Program Training Assistant, Agroforestry**  
**OPENING DATE:** February 16, 2015  
**CLOSING DATE:** March 04, 2015  
**WORK HOURS:** Full-time: 40 hours/week

The US Peace Corps is seeking an individual for the Position of **Program/Training Assistant for Agroforestry**.

### **I. SERVICES TO BE PROVIDED**

The Program Assistant for Agroforestry serves as the principal technical assistant to the Agroforestry (AG) Program Manager, and provides support when needed to the PMs in Education and Public Health. The Program Assistant AG will have a variety of responsibilities, depending on the needs of the program, directly supporting the work of the Program Managers, including volunteer, program, and training support functions.

S/he will participate actively in all Peace Corps training events together with program managers, training manager, language specialist, administrative staff members and other staff members as appropriate for the design, planning, implementation and evaluation of pre-service training. This includes the preparation of comprehensive technical training programs; the development of training materials; and the facilitation of training sessions.

The Program Assistant AG actively participates as a staff team member, contributing to the overall direction of the Peace Corps program in country.

**The complete job description can be obtained by writing to [pcguineejobs@gn.peacecorps.gov](mailto:pcguineejobs@gn.peacecorps.gov).**

### **II. REQUIRED QUALIFICATIONS**

**1. Education:** Possession of a university degree (preferably Master's level) in any development field but preferably Agroforestry, Forestry, Agriculture or Environment studies.

**2. Prior Work Experience:** A background in sustainable agroforestry or a related field is required in addition to a minimum of one to two years of progressively responsible prior experience. Field experience is required. Experience with American organizations and/or culture, in an English speaking country, especially the United States; and/or working with a Guinean Ministries or NGOs is highly desired. A minimum one to two years of experience drafting official correspondence, filing, and providing general administrative support is preferred.

**3. Language Proficiency:** Level IV (fluent) written and spoken English and French. Knowledge of at least two local languages used in Guinea.

**4. Knowledge:** Must have working knowledge of project design and management.

**5. Skills and Abilities:** Must have proven computer skills. Must have excellent writing skills. Must have excellent interpersonal skills. Must be able to identify and explain cross-cultural differences and provide Volunteers with mature, reasoned guidance as to how to overcome those differences. Must be able to prepare precise, accurate factual and analytical reports and to render advice with detachment and objectivity. Because travel is often to remote areas and medical care is not readily available, candidate/incumbent should be in good physical condition.

### **III. HOW TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

1. A cover letter
2. A resume or C.V
3. A completed application form for U.S. Federal Employment (OF-612). The form must be completed in English. A copy of this form may be obtained by writing to [pcguineejobs@gn.peacecorps.gov](mailto:pcguineejobs@gn.peacecorps.gov)
4. Three professional references
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION TO:**

Attention: Director of Management and Operations

[pcguineejobs@gn.peacecorps.gov](mailto:pcguineejobs@gn.peacecorps.gov)

Applications will only be accepted by e-mail to [pcguineejobs@gn.peacecorps.gov](mailto:pcguineejobs@gn.peacecorps.gov). Applications must be received no later than March 04, 2015 at 00:00 hrs.

*The United States Peace Corps is an Equal Opportunity Employer*